



**JOB POSTING
EXECUTIVE ASSISTANT
PERMANENT FULL-TIME POSITION
AKWESASNE MOHAWK POLICE SERVICES (AMPS)**

Pay Level: \$42,540.05- \$44,241.65

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Chief of Police, the incumbent is responsible for providing confidential duties and administrative support to the Chief of Police, Deputy Chief of Police and other Managerial personnel in support of Police operations, functions and programs.

QUALIFICATIONS:

- **Two years post-secondary community college in business administration or related field;**
- **Minimum of two years' experience in an office setting, or one year experience as supervisor/manager**

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (Contact Human Resources) along with a copy of a valid driver's license **no later than 4:00 p.m., Thursday, March 15, 2018 to;**

**Kenneth (Kuy) Chaussi
HR Labour Relations/Training Officer
Akwesasne Mohawk Police Service
Akwesasne, Quebec H0M 1A0
(613) 575-2340 ext. 3508
E-mail: kuy.chaussi@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.
- **Only those selected for further screening or an interview will be contacted.**